

**PROGRAM SERVICES**  
**OFFICE OF COMMUNITY DEVELOPMENT**  
**PROPOSED DUTY STATEMENT**

**JOB TITLE:** Executive Assistant

**POSITION #:** 472-557-1728-001

**POSITION DESCRIPTION:** Under the direct supervision of the Assistant Deputy Director of the Office of Community Development, the Executive Assistant (EA) manages sensitive subject-matter, departmental and program issues, and performs a variety of high-level and challenging duties. The EA is expected to consistently exercise a high-degree of initiative, independence and originality in performing assigned tasks. The EA has administrative responsibility for follow-up on issues related to the Office of Community Development; providing administrative assistance and secretarial support; preparing new and efficient office management procedures; and performing other related work.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Reports to, and under direction of, the Assistant Deputy Director of the Office of Community Development. May receive lead direction from the Administrative Assistant I in Program Services.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 20% Provides staff assistance and administrative support to the Assistant Deputy Director on confidential and sensitive departmental or program issues and researches facts and data that lead to critical decisions, relieving the Assistant Deputy Director of administrative details.
- 20% Reviews incoming correspondence, reports and materials for format, content and grammar, ensuring that such documents are complete and acceptable for the Assistant Deputy Director's approval and/or signature; manage filing, records, and assignment log system. Responsible for ordering office supplies for the Office of Community Development and the Assistant Deputy Director.
- 20% Screens, redirects, or responds to requests for information, telephone calls or written inquiries from the Legislature, regional centers, other high-level public and private agencies, and the general public on behalf of the Assistant Deputy Director. Maintains good working relationships and interpersonal skills in order to achieve the goals and objectives of the Office of Community Development.
- 10% Orally and electronically keeps the Assistant Deputy Director advised of high-priority and ongoing assignments and communicates the Assistant Deputy Director's instructions to subordinate staff to ensure deadlines are met.
- 10% Maintains the Assistant Deputy Director's working daily calendar; determines priority of appointments; schedules and coordinates meetings; makes travel arrangements, including the preparation of travel itineraries and travel expense claims.

Marginal Job Functions:

- 10% Reviews and compiles employee timesheets; makes travel arrangements; prepares travel reimbursement forms; maintains log of travel activity and claims; sets up and schedules meetings; makes conference room reservations.
- 10% In the absence of the Assistant Deputy Director, uses and initiates good judgment to organize, plan and take action to delegate work to appropriate subordinate staff on behalf of the Assistant Deputy Director.

**TYPICAL WORKING CONDITIONS:** Work is performed in an open-space partitioned office. Typical work hours are 8:00 a.m. to 5:00 p.m. Job requires sitting for extended periods of time while working on a personal computer 50% to 70% of total office time.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Microsoft Office Suite; the principles and methods of public and business administration; office management principles, methods and procedures; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the administrator's area of responsibility; the principles and practices of supervision.

Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; and review the work of others.

**CERTIFICATION OR LICENSE:** None.